

CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Mayor and Commissioners
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: July 22, 2011

Visit to BlueChip Energy:

The City Manager, Deputy City Manager, and Business Development Administrator met this week with representatives of BlueChip Energy in Lake Mary to tour their facility and to discuss options/possibilities for switching appropriate City facilities to solar energy to reduce our electrical costs through affordable alternative solar energy solutions.

From their WebPage, BlueChip Energy, LLC (BCE) is described as a fully-integrated solar photovoltaic (PV) power generator, occupying all segments of the solar power value chain, from manufacturing of solar PV panels and balance of systems components, to the sale of turnkey solar power plants – and solar electricity -- to utility, commercial and residential customers. BCE develops, finances, constructs, operates and monitors solar plants for its customers. BCE is also a licensed provider of renewable solar energy as a qualifying power production facility with the right to sell electricity to a utility. For more information about this growing company, you may want to visit their website at: www.bluechipenergy.org.

Financial Status Report:

Attached for your information as Exhibit A is the Financial Status Report for the time period ended June 30, 2011, including the Investment Account Balances for the month of June as well. (See Exhibit A) General Fund Revenues are trending under budget by approximately \$1,045,000 which represents a 3.3% shortfall. General Fund Expenditures in total are trending \$1.2 million under budget for the year. As of now it appears, barring any unforeseen circumstances, reduced spending will cover any shortfall in revenue.

Insurance Renewal FY 11-12:

The City's total insurance premium for FY 11-12 has increased by 17.29% over last year's premium. The increase is driven by several factors, the most significant category being large losses from FireFighter presumption claims. These losses affect other premium calculation metrics such as loss ratio, experience modifier, and NCCI job classification ratings. Our other lines of coverage – liability, property and auto, have had low loss ratios and are not contributing greatly to any premium increase.

CITY MANAGER'S OFFICE

2345 Providence Boulevard, Deltona, Florida 32725

(386) 878-8100 Fax (386) 878-8851

Webpage: www.Deltonafl.gov

1. FY 2010/11 (current): total cost is **\$855,469** (Property, Liability, Auto – \$489,551; Workers Comp – \$365,918)
2. FY 2011/12: total cost will be **\$1,003,405 – 17.29 % increase** (Property, Liability, Auto – \$538,506; Workers Comp – \$464,899)

The City's experience mod rate went from 1.11 to 1.28, the NCCI rate increased for Worker's Comp to 8.2% generally and 20+% for the firefighter classification and the sovereign immunity cap went from \$100,000/\$200,000 to \$200,000/\$300,000. Our firefighter Worker's Comp claim losses have driven that loss ratio over 100%, significantly affecting our modification rate and renewal premiums.

Serious efforts are being made to minimize the impact of the FireFighter's presumption claims by conducting comprehensive annual physicals, early discovery of any latent or arising medical issues, and developing a physical ability/conditioning evaluation program with clearly defined options for failure to achieve physical conditioning goals.

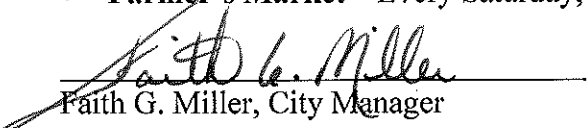
The new rates for FY 2011/12 are still below the actual premium cost in FY 06/07 (total cost in FY 06/07 was \$1,157,881) when we were with another carrier prior to going out to bid and selecting Brown & Brown (PRIA) as our carrier. This increased premium cost was reflected in the draft of the FY 11/12 General Fund budget which was already presented to the Commission earlier this month.

Florida League of Cities 85th Annual Conference:

On August 11th through 13th, I am planning to attend FLoC's Annual Conference, to be held in Orlando. The theme of this year's conference is *Cities Work* and the schedule includes nationally recognized keynote speakers, workshops and general sessions which will focus on new ways to expand services, save tax dollars, and foster our community's strengths and partnerships. The only expense to the City will be normal mileage for one round trip to Orlando, a registration fee of \$325 and possibly two meals.

Ongoing/Upcoming Events:

- **City Commission Workshop Meeting** – Tuesday, July 26th, 4:30 p.m., 2nd Floor Conference Room
- **Hurricane Preparedness Seminar** – Tuesday, July 26th, 6:00 p.m., Commission Chambers
- **Regular City Commission Meeting** – Monday, August 1st, 6:30 p.m., Commission Chambers
- **City Commission Workshop Meeting** – Monday, August 8th, 4:30 p.m., Commission Chambers
- **Concert at the Amphitheater** – Caribbean Crew, Saturday, August 13th, 7:00 – 9:00 p.m.
- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.


Faith G. Miller, City Manager

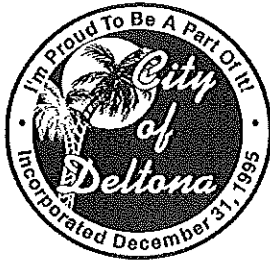


Exhibit A

CITY OF DELTONA

Date: July 18, 2011
To: Faith Miller, City Manager
From: Robert Clinger, Finance Director
Subject: June 2011 Financial Reports and Investment Account Balances, and Latest General Fund Forecast for FY 2010-2011.

June 2011 Financial Reports:

The attached Financial Report presents the results of operations, revenue and expenditures for the nine months ended June 30, 2011. It is not a forecast of final results for the fiscal year ended September 30, 2011 nor can a reader reasonably determine from this Financial Report the final results for the year ended September 30, 2011 without additional detailed knowledge and facts not necessarily apparent on the face of the report.

General Fund Financial Forecast For The Year Ended September 30, 2011:

General Fund Revenues

Based on nine months of actual revenue data this month's forecast has trended unfavorably compared to the last forecast. The General Fund is trending to finish the year with total revenues of \$30,670,000, or \$1,045,000 under budget. This represents a 3.3% shortfall.

Property taxes are trending \$68,000 (.6%) over budget. All other major revenue line items are trending under budget. Service & Franchise Fees lead the way with the largest shortfall of \$563,000. The remaining shortfalls, in order of amount, are State ½ Cent Sales Tax \$194,000, State Revenue Sharing \$174,000, Telecommunications Service Tax \$107,000, and Non Ad-Valorem Revenues \$77,000. Three remaining minor line items in the aggregate are trending \$2,000 over budget.

General Fund Expenditures

The General Fund is trending to finish the year about \$264,000 under budget on personal service cost, after factoring in about \$200,000 of lump sum termination/retirement payouts for one fire fighter, ten telecommunicators, and two fire admin personnel. Based on nine months of data, operating expenditures other than personal service cost are trending to finish the year \$872,000 under budget so total General Fund operational spending is trending \$1.2 million under budget for the year. As of now it still appears that reduced spending will cover any shortfall in revenue although the "cushion" has decreased to the point of being too close to call but it does appear likely that minimal if any reserves will be needed to support General Fund operations in FY 2010-2011.

City of Deltona Florida

General Fund Forecast

For The Fiscal Year Ended September 30, 2011

Revenue Based On Actual For The Nine Months Ended June 30, 2011.					
	YTD Actual	Projected Actual	Budget	Over (Under) Budget Amount	Budget %
Ad-Valorem Tax	\$ 11,662,836.53	\$ 11,663,000	\$ 11,595,000	\$ 68,000	0.6%
State Revenue Sharing	1,267,684.16	2,029,000	2,203,000	(174,000)	-7.9%
State 1/2 Cent Sales Tax	2,592,590.58	3,320,000	3,514,000	(194,000)	-5.5%
Service & Franchise Fees	5,975,936.04	7,919,000	8,482,000	(563,000)	-6.6%
Telecommunications Service Tax	2,384,338.65	3,082,000	3,189,000	(107,000)	-3.4%
Non Ad-Valorem Revenues	985,049.46	1,513,000	1,590,000	(77,000)	-4.8%
Interest	51,747.46	81,000	100,000	(19,000)	-19.0%
Admin Fees	448,499.97	598,000	598,000	-	0.0%
Firefighter Pension Insurance Premium Tax (Amended June 2010)	-	394,000	394,000	-	0.0%
Recycling Proceeds	45,375.85	61,000	50,000	11,000	22.0%
Other Non-Recurring Revenues (Grants)	10,000.00	10,000	-	10,000	-
Total General Fund Revenues	\$ 25,424,058.70	\$ 30,670,000	\$ 31,715,000	\$ (1,045,000)	-3.3%

----- Revenue Based On Nine Months Of Actual Data -----

Recap:

Projected Operating Revenues	\$ 30,670,000
Projected Operating Expenditures	(29,469,217)
Projected Operating Surplus (Deficit)	1,200,783
Projected Capital Outlay	(676,000)
Projected Transfers Out	(1,758,400)
Projected Increase (Decrease) In Fund Balance	(1,233,617)
Fund Balance - Beginning Of Year	17,738,795
Fund Balance - End Of Year	\$ 16,505,178

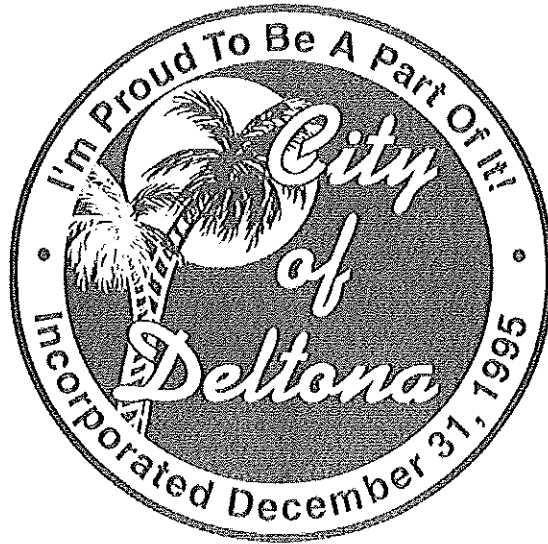
Original budgeted decrease in Fund Balance was \$1,548,200
projected results are \$314,583 better than budget.

Fund Balance:

Strategic Reserve (Natural Disaster)	6,000,000
Replacement Equipment	2,600,000
Unreserved/Unappropriated	7,905,178
	\$ 16,505,178

----- Expenditures Are Based On Nine Months Of Actual Data And Other Line By Line Analysis -----

***City Commission
City of Deltona, Florida***



***Financial Reports
June 30, 2011***

(Unaudited - Not GAAP Compliant)

City of Deltona Florida
Statement of Revenues and Expenditures
All Governmental Funds
Nine Months Ended June 30, 2011

	All Governmental Funds	Annual Budget	%
Revenues			
Property Taxes	\$ 11,662,837	\$ 11,595,000	100.6%
Franchise Fees	2,768,446	4,272,000	64.8%
Public Service Tax	5,591,828	7,399,000	75.6%
State Revenue Sharing	1,267,684	2,203,000	57.5%
Intergovernmental	8,203,799	15,046,106	54.5%
Charges for Services	8,319,573	8,755,808	95.0%
Fines and Forfeitures	200,558	257,000	78.0%
Impact Fees	59,790	236,000	25.3%
Interest Income	104,208	187,200	55.7%
Miscellaneous	290,193	430,500	67.4%
Total Revenues	38,468,916	50,381,614	76.4%
Expenditures			
Current:			
City Commission	469,042	539,100	87.0%
Social Services	-	-	0.0%
City Manager	411,271	592,300	69.4%
City Clerk	303,444	458,400	66.2%
City Attorney	352,211	578,900	60.8%
Finance	699,290	1,001,200	69.8%
Network Services	77,179	-	0.0%
Planning Services	544,212	893,400	60.9%
Construction Services	529,703	717,000	73.9%
Human Resources	275,805	401,800	68.6%
Enforcement Services	805,881	1,126,300	71.6%
Public safety:			
Law Enforcement	6,899,581	9,258,300	74.5%
Fire & Rescue	6,130,250	9,034,500	67.9%
Total Law Enforcement	13,029,831	18,292,800	71.2%
Public Works	1,204,858	1,948,600	61.8%
Parks & Recreation	1,347,154	2,072,500	65.0%
General Government	786,050	1,235,000	63.6%
Transportation	363,188	833,800	43.6%
Economic Environment	2,865,222	5,507,110	52.0%
Solid Waste	2,804,965	4,205,000	66.7%
Stormwater	1,393,076	2,123,200	65.6%
Capital Outlay	6,224,116	19,294,107	32.3%
Total Expenditures	34,486,497	61,820,517	55.8%
Excess (Deficiency) of Revenues Over			
Expenditures - Before Other Financing Sources (Uses)	3,982,419	(11,438,903)	
Other Financing Sources (Uses)			
Transfers from Other Funds	1,808,741	1,883,400	
Debt Proceeds	-	-	
Debt Service	(1,618,936)	(1,983,530)	
Transfers to Other Funds	(1,808,741)	(1,883,400)	
Total Other Financing (Uses) Sources	(1,618,936)	(1,983,530)	
Excess (Deficiency) of Revenues			
Over Expenditures	\$ 2,363,483	\$ (13,422,433)	

For Internal Management Use Only.
Unaudited - Not GAAP Compliant.

Deltona Water
Statement of Revenues and Expenses
Nine Months Ended June 30, 2011

	Business-Type Activities Water and Sewer Utility Fund	Annual Budget	%
Operating Revenues			
Charges for Services - Water	\$ 7,670,227	\$ 9,888,300	77.6%
Charges for Services - Waste Water	4,498,143	5,644,600	79.7%
Connection Fees	184,240	267,000	69.0%
Other Miscellaneous Revenues	600,188	689,100	87.1%
Total Operating Revenues	<u>12,952,798</u>	<u>16,489,000</u>	<u>78.6%</u>
Operating Expenses			
Personal Services	2,422,378	3,757,600	64.5%
Operating Expenses	2,522,435	4,576,900	55.1%
Professional Services	25,566	82,000	31.2%
Depreciation	2,504,922	3,361,600	74.5%
Insurance	117,377	230,000	51.0%
Bad Debts	-	-	0.0%
Total Operating Expenses	<u>(7,592,678)</u>	<u>(12,008,100)</u>	<u>63.2%</u>
Operating Income	<u>5,360,120</u>	<u>4,480,900</u>	<u>119.6%</u>
Nonoperating Revenues (Expenses)			
Interest Earnings	47,718	300,800	15.9%
Impact Fees - Water	10,797	-	0.0%
Impact Fees - Waste Water	10,948	-	0.0%
Debt Proceeds	-	8,580,722	
Federal Grant	-	-	0.0%
State Grant	-	-	0.0%
Interest Expense and Issue Cost Amortization (Paid April 1 & Oct 1)	(2,842,079)	(3,777,813)	75.2%
Net Nonoperating Revenues (Expenses)	<u>(2,772,616)</u>	<u>5,103,709</u>	<u>-54.3%</u>
Excess (Deficiency) of Revenues over Expenses Before Operating Transfers	<u>2,587,504</u>	<u>9,584,609</u>	<u>27.0%</u>
Operating Transfers			
From Other Funds	-	-	
To Other Funds	-	-	
Total Operating Transfers	<u>-</u>	<u>-</u>	
Excess (Deficiency) of Revenues over Expenses	<u>\$ 2,587,504</u>	<u>\$ 9,584,609</u>	

Note 1: Depreciation is not formally budgeted but is presented here to aid the analysis of operating results.

Note 2: Capital Outlay \$ (1,330,442) \$ (15,449,131)

Note 3: Debt Service - Principal (Due Oct 1) \$ - \$ (1,400,000)

City of Deltona
Investment Account Balances
June 31, 2011

<u>Account Name</u>	<u>Bank</u>	<u>Cost</u>
Pooled Cash	Wachovia Bank, N.A.	\$ 12,297,783.83
Certificate of Deposit	BB&T	3,700,000.00
Investment	SBA-LGIP	23,659.62
Investment	SBA-Fund B	4,574.44
Investment-Advantage Fund	Wells Fargo	1,845,895.29
Investments-Federal Agency Coupon Securities	Wells Fargo	17,052,922.75
Investment-Government & Agency Portfolio	AIM Investments	1,218,882.79
Investment-Liquid Assets Portfolio	AIM Investments	1,370,673.59
Investment	Florida Safe Investment Pool	3,521,546.76
Investment-Stormwater	Florida Safe Investment Pool	6,548,936.34
Investment-Transportation	Florida Safe Investment Pool	8,491,571.24
Accrued Interest	Assets Reported by Davidson Fixed Income Mgmt.	56,076,446.65
	Wells Fargo	61,589.27
	Total Investments	<u>\$ 56,138,035.92</u>

Investment Balances By Fund	General Fund Undesignated/ Available	Designated and/or Restricted						Total Balance
		Roads and Streets	Physical Environment	Grants	Utility	Capital Projects	Strategic Reserve	
General Fund	\$ 10,036,695.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000,000.00	\$ 16,036,695.85
Sidewalk Fund	(396,514.19)	-	-	-	-	-	-	(396,514.19)
Sub Total - General Fund	9,640,181.66	-	-	-	-	-	6,000,000.00	15,640,181.66
Deltona Water	-	-	-	-	17,075,906.11	-	-	17,075,906.11
Equipment Replacement Fund	-	-	-	-	-	2,517,455.34	-	2,517,455.34
Transportation Fund	-	9,135,575.64	-	-	-	-	-	9,135,575.64
Storm Water Fund	-	-	6,828,079.56	-	-	-	-	6,828,079.56
Municipal Complex Fund	-	-	-	-	-	2,460,425.13	-	2,460,425.13
Solid Waste Fund	-	-	1,786,344.85	-	-	-	-	1,786,344.85
SHIP	-	-	-	185,268.72	-	-	-	185,268.72
Tree Replacement Fund	-	-	503,628.81	-	-	-	-	503,628.81
Environmental Improvement	-	-	37,832.56	-	-	-	-	37,832.56
Park Projects Fund	-	-	-	-	-	(79,097.34)	-	(79,097.34)
Streetlighting District Fund	-	53,436.38	-	-	-	-	-	53,436.38
Park Impact Fees Fund	-	-	-	-	-	6,230.58	-	6,230.58
Law Enforcement Impact Fees	-	-	-	-	-	7,165.52	-	7,165.52
CDBG	-	-	-	(58,453.33)	-	-	-	(58,453.33)
NSP	-	-	-	35,500.30	-	-	-	35,500.30
Miscellaneous Grants	-	-	-	2,555.43	-	-	-	2,555.43
Total Investments	\$ 9,640,181.66	\$ 9,189,012.02	\$ 9,155,885.78	\$ 164,871.12	\$ 17,075,906.11	\$ 4,912,179.23	\$ 6,000,000.00	\$ 56,138,035.92

City of Deltona

Reports for the period: 06/01/2011 – 06/30/2011

City of Deltona
2345 S. Providence Blvd
Deltona, FL 32725

We urge you to compare the information contained in this periodic statement with the account statement(s) that you receive directly from the custodian that holds your account(s). Please notify us immediately if you identify any discrepancies or have any questions.



Davidson

Fixed Income Management

REGISTERED INVESTMENT ADVISER

City of Deltona Account Review – June 2011



- City of Deltona: Robert Clinger, Finance Manager
- Davidson Fixed Income Management: Glenn Scott, Account Manager; Julie Hughes, Account Manager
- Investment Objectives:
 - Safety of Principal: The primary objective is to protect against any loss of principal.
 - Liquidity: Investments will be managed to ensure that funds are available to meet obligations as necessary.
 - Yield: Investments will be managed to optimize returns within the appropriate safety and liquidity constraints.

Performance Information (04/01/2011 – 06/30/2011)

	<u>City of Deltona</u> ²	<u>SBA</u>
BV Return (Yield) ¹	0.55%	0.24%

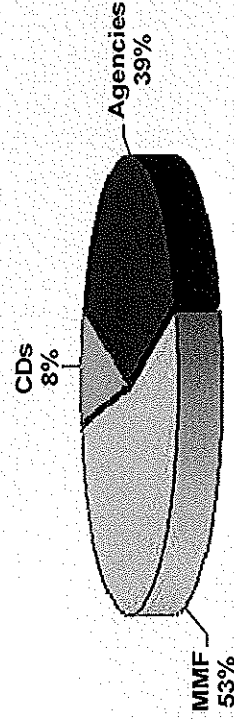
1. BV Rate of Return (Income) = Earned Interest +/- Realized Gain/Loss +/- Amortization.
 2. Reflects Rate of Return with a deduction of a 9 basis point management & custodial fee.
- Past performance of the City of Deltona portfolio does not guarantee future results.

Portfolio Characteristics 06/30/2011

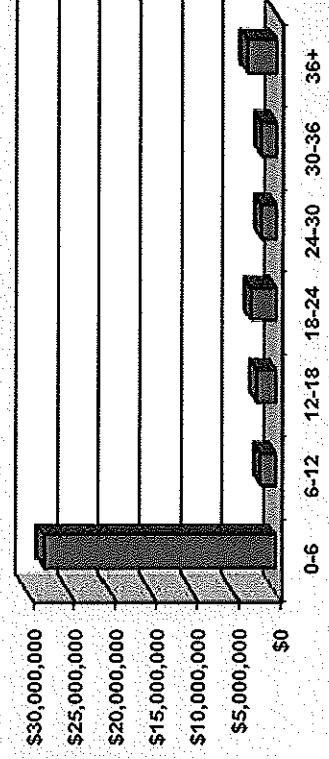
Par Value:	\$	20,650,000
Market Value of Securities & CDs:	\$	20,706,234
Cost Value of Securities & CDs:	\$	20,752,923
MMF Balances:	\$	23,025,740
Wachovia Operating Balance:	\$	12,297,784
Total Account Balances:	\$	56,076,447

Weighted Avg YTM: 0.61%
Weighted Avg Maturity/Call: 9.4 Months

Portfolio Diversification



Maturity Distribution





Davidson
Fixed Income Management
REGISTERED INVESTMENT ADVISER

Davidson Fixed Income Mgmt

City of Deltona
Portfolio Management
Portfolio Summary
June 30, 2011

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM/C 360 Equiv.	YTM/C 365 Equiv.
Certificates of Deposit - Bank	3,700,000.00	3,700,000.00	3,700,000.00	8.47	1,827	1,723	2.311	2.343
Managed Pool Accounts	23,025,740.07	23,025,740.07	23,025,740.07	52.69	1	1	0.079	0.080
Federal Agency Coupon Securities	16,950,000.00	17,006,234.10	16,975,585.61	38.84	727	353	0.938	0.951
Investments	43,675,740.07	43,731,974.17	43,701,325.68	100.00%	438	283	0.602	0.610
Total Earnings	June 30	Month Ending						
Current Year		22,764.77						

Robert Clinger, Finance Manager

Reporting period 06/01/2011-06/30/2011
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Run Date: 07/14/2011 - 13:17

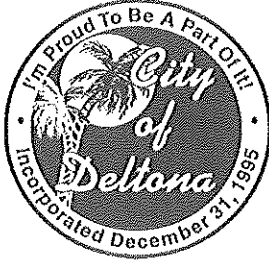
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Portfolio DELT
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Report Ver: 5.00

City of Deltona
Portfolio Management
Investment Status Report - Investments
June 30, 2011

Page 4

CUSIP	Investment #	Issuer	Par Value	Stated Rate	Maturity Date	Purchase Date	YTM/C 360	YTM/C 365	Payment Dates	Accrued Interest At Purchase	Current Principal	Book Value
Certificates of Deposit - Bank												
SYSDEL0265	DEL0265	BB&T	2,700,000.00	2.500	03/02/2016	03/02/2011	2.500	2.535	03/01 - 365 Days		2,700,000.00	2,700,000.00
SYSDEL0285	DEL0285	BB&T	1,000,000.00	1.800	05/05/2016	05/05/2011	1.800	1.825	05/04 - 365 Days		1,000,000.00	1,000,000.00
Certificates of Deposit - Bank Totals			3,700,000.00				2.311	2.343		0.00	3,700,000.00	3,700,000.00
Managed Pool Accounts												
SYSDEL0007	DEL0007	AIMGAP	1,218,882.79	0.020			0.020	0.020	02/01 - Monthly		1,218,882.79	1,218,882.79
SYSDEL0006	DEL0006	AIMLAP	1,370,673.59	0.090			0.089	0.090	02/01 - Monthly		1,370,673.59	1,370,673.59
SYSDEL0009	DEL0009	FLSAF2	8,491,571.24	0.090		01/01/2010	0.089	0.090	02/01 - Monthly		8,491,571.24	8,491,571.24
SYSDEL0011	DEL0011	FLSAF3	6,548,936.34	0.090		01/01/2010	0.089	0.090	02/01 - Monthly		6,548,936.34	6,548,936.34
SYSDEL0008	DEL0008	FLSAFE	3,521,546.76	0.090			0.089	0.090	07/01 - Monthly		3,521,546.76	3,521,546.76
SYSDEL0012	DEL0012	FLSBA	23,659.62	0.230	03/01/2010		0.227	0.230	04/01 - Monthly		23,659.62	23,659.62
SYSDEL0013	DEL0013	FLSBAB	4,574.44	0.001	03/01/2010		0.001	0.001	04/01 - Monthly		4,574.44	4,574.44
SYSDEL0004	DEL0004	WFADV	1,845,895.29	0.010			0.010	0.010	12/01 - Monthly		1,845,895.29	1,845,895.29
Managed Pool Accounts Totals			23,025,740.07				0.079	0.080		0.00	23,025,740.07	23,025,740.07
Federal Agency Coupon Securities												
3133XU7J6	DEL0205	FHLB	2,000,000.00	1.125	07/18/2011	08/05/2009	1.322	1.340	01/18 - 07/18	Received	1,991,734.00	1,999,800.11
3133XRY46	DEL0210	FHLB	1,200,000.00	3.750	09/09/2011	03/30/2010	0.779	0.790	09/09 - 03/09	Received	1,250,808.00	1,206,656.92
3133XULE1	DEL0220	FHLB	2,000,000.00	1.625	12/14/2011	03/30/2010	0.956	0.969	06/14 - 12/14	Received	2,022,130.00	2,005,874.90
31398AUU4	DEL0215	FNMA	2,000,000.00	2.000	01/09/2012	03/30/2010	0.990	1.004	07/09 - 01/09	Received	2,034,940.00	2,010,278.69
31331KCS7	DEL0260	FFCB	1,250,000.00	0.600	08/22/2012	03/01/2011	0.500	0.507	08/22 - 02/22	187.50	1,251,700.00	1,251,503.32
31398A3N0	DEL0255	FNMA	1,250,000.00	0.625	09/24/2012	03/01/2011	0.503	0.510	03/24 - 09/24	Received	1,252,235.75	1,251,759.21
313373S66	DEL0275	FHLBCQ	2,000,000.00	0.750	05/09/2013	05/09/2011	0.740	0.750	11/09 - 05/09		2,000,000.00	2,000,000.00
3134G13K8	DEL0250	FHLMC6	1,250,000.00	1.000	05/24/2013	03/01/2011	1.009	1.023	08/24 - 02/24	243.06	1,249,375.00	1,249,711.46
3134G2GX4	DEL0270	FHLMCQ	2,000,000.00	1.050	11/26/2013	05/26/2011	1.036	1.050	11/26 - 05/26		2,000,000.00	2,000,000.00
31331KKJ8	DEL0280	FFCBCC	2,000,000.00	1.200	02/11/2014	05/11/2011	1.184	1.200	08/11 - 02/11		2,000,000.00	2,000,000.00
Federal Agency Coupon Securities Totals			16,950,000.00				0.938	0.951		430.56	17,052,922.75	16,975,585.61
Investment Totals			43,675,740.07				0.602	0.610		430.56	43,778,662.82	43,701,325.68



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: July 22, 2011

CITY MANAGER'S OFFICE thru 7/21/2011

Communication:

- Photographed a ribbon cutting event for a new Ob/Gyn practice opening in Deltona.
- Met with the Business Development Administrator to discuss budgetary needs and future ribbon cuttings and ground breakings.
- Designing general information bus shelter advertisement prototypes.
- Broadcast the July 18th meeting of the Deltona City Commission.
- Posted Senior Celebration Breakfast on E-blast and Web site.
- Created a flyer for an upcoming Parks & Rec Out & About trip to the Charles Hosmer Museum.
- Posted Commissioner Denizac/Univision Award PSA for DeltonaTV.
- Posted 2011 Wags N Whiskers Recap PSA for DeltonaTV.
- Posted Deltona Fire Training Video for Entrapment.
- Downloaded new UCF and White House Chronicle programs for DeltonaTV.
- Updated DeltonaTV Schedule for week of July 24th.
- Worked with West Volusia Chamber in securing WX Talent for Hurricane Expo.
- Working with West Volusia Chamber and Deputy Chief Rogers in formatting the Hurricane Expo.

Media Relations:

- Provided information to Al Everson/Beacon and Mark Harper/News Journal regarding how many City Attorney Applicants so far and the closing date for the applications.
- Provided information to Al Everson/Beacon regarding how many absences for Commissioner Zischkau in 2011.
- Provided information to Pat Andrews/Beacon regarding the amount of fluoride in the water in Deltona
- Provided information regarding the sign documentation for the Citgo station on Saxon Blvd.
- Provided information to Bob Koslow/News Journal- request for photo ops regarding houses under construction.

Press Releases:

- West Volusia and City of Deltona Hurricane Expo

Business Development:

- Met with Tom Burbank to discuss the Commission's rezoning for potential Assisted Living Facility-type businesses within the City.
- Met with an area hospital to discuss development of an Urgent Care Center and facilitating the expansion of medical practices into Deltona.

- Attended meeting with Florida DOT to discuss the SR415 widening process and get insight into the plans for SR415 between Howland Boulevard and Ft. Smith Road.
- Met with the Planning & Development Department to discuss potential Assisted Living Facility locations within Deltona.
- Met with Site Locator for an Assisted Living Facility developer and management company; toured Deltona and offered site for consideration.
- Traveled as a part of a City of Deltona team to visit a Lake Mary manufacturer of solar energy panels. Visit was geared toward the City of Deltona utilizing solar energy to supplement our current energy usage.
- Met with Tom Pauls, and Chris Bowley, P&D Department, and James Sada, property owner, to discuss signage issues and the upgrading at the Chevron Station on Saxon Boulevard. Mr. Sada is working on submitting a signage package for the City's review and Staff will take that package under consideration. Zoning issues for this site will also be reviewed.
- Attended the Ceremonial Ribbon Cutting and Official Welcome to Deltona for the Women's Health Center of Saxon Boulevard. The services of Dr. Perrin, an OB/GYN physician, are welcomed to our City.
- Met with Alex Hoffman, owner of Shoe Shack and the J.C. Penney Catalog Sales Center on Saxon Boulevard regarding an upcoming Ceremonial Ribbon Cutting.
- Met with Nick Conte, Chairperson of the Deltona Economic Development Advisory Board (DEDAB), to work on the Quarterly Commission Report for DEDAB.
- Attended, as City Liaison, the DEDAB Joint Advisory Sub-committee meeting.
- Attended, as City Liaison, the DEDAB Manufacturing Sub-committee meeting.

BUILDING & ZONING SERVICES thru 7/15/11

Building Permits issued for the week	74
Valuation of work permitted for the week	\$1,584,808.73
Inspections completed for the week	145
Total Permits issued for Fiscal Year 10/11	2,536
Valuation of work permitted for the year 10/11	\$28,308,002.45

Permits Issued

AC change out	10
Building res	2
Comm build out small	1
Concrete flat work	2
Deck	1
Demolition	1
Electrical	8
Fence	9
Fire sprinklers under	1
Gas installation	1
Generator	1
Interior repair	2
Monument sign	2
Pool above ground	1
Pool in ground	3

Reroof	6
Right of way	3
Shed I	4
Siding	1
Sign	4
Site engineering	1
Solar panel install	1
Water heater replacement	5
Window replacement	4
TOTAL	74

CITY CLERK'S OFFICE thru 07/15/11

Department Staff:

2 nd Floor HR/CC Walk-In Customers	100
2 nd Floor Calls Answered	21
Packages Picked Up	3
Packages Received	32
A/P Invoices Opened.....	123
Newspapers	16
Public Records Requests Received	0
Public Record Request Amount Received	\$0
Documents imaged, pages	2487
Large scale drawings imaged, pages	0

(8.5 hours)

ENFORCEMENT SERVICES DEPARTMENT thru 7/15/2011

Requests for services this week	419
Animals impounded at the humane societies	42
Citation warnings issued	21
Courtesy notices	201
Abatement notices	58
Citations issued	0
Code Enforcement telephone calls	155
Solid Waste calls	118
Citizen walk in requests for Code Enforcement assistance	16
Citizen walk in requests for Solid Waste assistance	6
Properties requiring grass to be cut by contractors	11
Certified mailings sent out	72
Money collected for Animal tags, liens and return to owners	\$1,058.60
Foreclosures last week:	
Deltona	7
Volusia County	35
Total	42

(at a cost of \$385.00)

(at a cost of \$402.48)

FINANCE DEPARTMENT thru 7/20/2011

- Meet with Wells Fargo to discuss City bank accounts.
- Working on 5 year CIP budgets.
- Working on Aug 8th budget workshop materials.
- Submitted Building Code Administrators and Inspectors quarterly report to the State.
- Submitted Department of Community Affairs quarterly report to the State.
- Updating Contracts/preparing renewals.
- Updating Munis/Fixed Asset Module. Completed all updates for Water Plants. Working on Liftstation updates. Updates should then be completed aside from IT items. Training will be scheduled in the near future to use Asset software and scanners.
- Requested proposed agreement from Brighthouse for Committee review.
- Requested pick-up of several water coolers throughout the City.
- Meeting with City Manager regarding IT surplus and storage units.
- Submitted the June Financial Report and Investment Report.

FIRE DEPARTMENT thru 7/21/2011

Fire Chief:

- Attended training with the new web site vendor, e-City services, on the functions, capabilities and processes for updating the department's web page once the conversion is made from Z-Graph to e-City as our vendor.
- Attended a VCFCA EMS Sub-committee meeting. Discussions included possible EMS protocol updates, Contingency EMS transport and medical director in-services scheduled for the next quarter.
- Submitted the State Homeland Security Grant quarterly report to the State.
- Attended the VCFCA Chiefs' roundtable meeting.
 - Discussions included renewal of the County wide Mutual Aid Agreement and Closest-Unit Responses and potential impact on smaller (recipient) and larger (donor) agencies if NFPA response guidelines were adopted County wide. Although all Chiefs agree on providing closest-unit responses and mutual aid as necessary to provide protection to our citizens, they also believe higher response levels could potentially strip resources from one municipality or the County to cover those entities that cannot provide the minimum resource requirements.
 - Also discussed were plans on consolidation of communications and the "second-touch" of the 800 MHz radios as part of the re-banding required by Nextel. Plans and procedures for re-profiling radios and current communications centers' operations until October 1st were discussed and a subsequent meeting is scheduled for July 28th to further refine the procedures that will be in effect between mid-August and October 1st when VCSO assumes all emergency communications.

EMS:

- Received and distributed updated ASHI instructor cards.
- Mailed June and July patient survey cards.
- Copied and assembled Lifescan packets for all Fire Fighters to fill out in preparation for their physicals.
- Started blood draws for employee physicals in conjunction with Quest Diagnostics; scheduled daily blood pick up.
- Reviewed trauma calls and sent information to Volusia County EMS.

- Prepared drug logs for August.
- Coordinated pick up of Vaxcare refrigerator and left over supplies.

Training & Safety:

- Worked on Target Safety assignments for issuance to crews and re-certification of credentials.
- Worked on FlameSim scenarios for upcoming command school.
- Attended Volusia County Fire Chief's training group meeting to discuss the training for the acquired Stewart Marchman buildings.

Information, Communications & Education:

- Started CERT Certification seven week class.
- Attended the new web-site training.

HUMAN RESOURCES DEPARTMENT thru 7/20/2011

- Performance Evaluations processed: (1)
- Deltona JOBS Program Folders
 - 1st Floor lobby – (5) added
 - 2nd Floor lobby – (5) added
 - Total # of Deltona JOBS Program folders taken – (1006)
- Applications received:
 - (7) Parks Attendant
 - (1) Utility Customer Service Rep I
 - (3) Water Operator
 - (3) Utility Systems Tech
 - (1) Building Official
- New hire orientation for: (1) Public Works Technician
- Participated in 6 interviews for Utility Customer Service Rep. at Water Department.
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Conducted investigation meetings regarding a claim of harassment/discrimination.
- Met with key employees regarding elimination of their positions in the new fiscal year budget.
- Met with Nationwide representative to review specifics regarding their voluntary 457 retirement plan loan program. Had a similar conference call meeting with the ICMA representative regarding their 457 retirement plan loan program.

Risk Management Division:

- Received two reimbursement checks from 3rd party insurance companies: \$68.50 & \$175.08.
- Working on Fire Fighter annual physicals.
- Completing insurance renewal applications.
- Reviewed IAQ report on FS #63.
- Reviewed Initial Asbestos Assessment testing report.
- Preparing for training on asbestos/silica.
- Submitted two attorney reimbursement claims to PGIT/PGCS for a determination.

PARKS AND RECREATION DEPARTMENT thru 7/15/11

Administration:

- Farmers Market: 8 vendors, 141 cars.
- Met with Adult Soccer representatives to discuss upcoming field usage requirements.
- Met with Deborah Bailey to discuss sports tourism in West Volusia.
- Met with All Rite Fencing representatives to discuss the cost of repairing the fence at Harris Saxon which was vandalized.
- Met with Deltona Youth Soccer Association president to discuss upcoming field usage requirements and agreement points of interest.
- Met with security camera vendor at Harris Saxon.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 3 permits issued | Weekly attendance – 978 |
| • Harris M. Saxon Community Center | 2 permit issued | Weekly attendance – 378 |
| • Wes Crile Park | 2 permits issued | Weekly attendance – 2,183 |
| • Skate Park | 6 new passes | Weekly attendance – 923 |

Special Events/Programs:

- Amphitheater:
 - Concert at the Amphitheater Saturday, August 13th.
- Dewey Boster Sports Complex:
 - The Orlando City Soccer Club continues training.
- Dupont Lakes:
 - Kids All American Fishing Derby has been postponed due to low water levels.
- Harris M. Saxon Community Center:
 - Zumba dance classes Mondays at 7:00p.m.
 - Boys and Girls Club Summer Camp continues.
- Wes Crile Park:
 - DTA Summer Camp program continues.

City Leagues Currently Underway:

- Summer league continues.

Partner Leagues Currently Underway:

- West Volusia Youth Baseball All-Star and tournament practices continue.
- Deltona Little League All-Star and tournament practices continue.
- FBVA summer program continues.
- Adult 6V6 summer season continues.

Parks Maintenance:

- Mowed, edged and weed-eated the following Parks: Campbell Park, City Hall, Dwight Hawkins, Firefighters Memorial, Harris Saxon, Keysville Dog Park, Manny Rodriguez, Sheriff's Office, Skate Park, Timber Ridge, Vann Park and Wes Crile.
- Campbell Park – Repaired entrance gate.

- Harris Saxon – Removed tree that fell on pavilion during night storm; removed baby changing table from restroom.
- Keysville Dog Park – Repaired maintenance gate in small dog area.
- Timber Ridge Park – Removed damaged restroom doors and replaced with new doors, due to vandalism.
- Tom Hoffman Park – Removed fallen tree and checked front gate.
- Veterans Memorial Park – Repaired irrigation lines and valve box.
- Wes Crile Park – Re-attached backboard padding on main court; put new lock on racquetball court.

Parks Maintenance – Miscellaneous:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing paper towel and toilet paper dispensers.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly tasks include cleaning the Fire Station; inspecting Sheriff's building; vacuuming; emptying trash from DSC classrooms; emptying trash for different departments; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; sweeping sidewalk; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning restrooms; unclogging various toilets in restrooms on both floors; replacing light bulbs throughout the building, courtyard and walkway; cleaning front of building; replacing restroom fresheners and batteries; vacuuming Commission Chambers and hanging pictures (as requested) throughout City Hall.

- Escorted Schindler Elevator.
- Set up Commission Chambers for Summit on Saturday.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Fertilized Campbell Park, Dupont Lakes, Vann Park and Wes Crile.
- Sports Complex:
 - Repainted soccer fields and placed nets for Orlando City Soccer.
 - Repaired reels for mowers and seals for spray rig.

PLANNING & DEVELOPMENT SERVICES thru 7/21/2011

Executive Summary:

The Planning and Development Services Department has worked closely with Habitat for Humanity to start their three (3) assigned homes. Habitat is working towards that effort to get a new home constructed at 1242

Abigail Drive. Also, staff is greatly anticipating the closing of the 311 Maguire Street home; the 14th home to close in the program. The closing serves major goals within the NSP program:

1. Housing is provided to military personnel/veterans. In this case, the applicant is active military serving in Afghanistan.
2. One of the first homes in the program is sold, which reduces the days on the market average of the homes.
3. The neighborhood is stabilized, because this house, prior to acquisition, was used for gang activity.
4. A pool home is sold, which reduces our number of pools to maintain to four.

Planning:

The Planning Section is anticipating the completion of the FEMA floodplain management efforts before finalizing the reorganization of the Land Development Code (LDC). Upon adoption of the FEMA National Flood Insurance Program revisions to the Flood Insurance Rate Maps, the reorganized LDC will incorporate these federally-mandated changes. Staff is also working to complete two efforts on the Deltona Village project – the movie theater construction and the completion of the roadway adjacent to the school. The applicant reports that the movie theater is expected to open in December and the road next to Deltona High School is set to be completed in August before school starts. Finally, the Small Scale Future Land Use Map Amendments for properties at Fernwood Street and Dupont Lakes Park and the rezoning for Dupont Lakes Park went to the Planning and Zoning Board on Wednesday night. The land use amendment for Fernwood was recommended for approval by the City Commission, but the land use amendment and rezoning for Dupont Lakes Park was not supported.

Housing & Community Development:

The Community Development Section is focusing on owner-occupied grants for SHIP applicants to exhaust the remaining funds in the program. These grants are easy to approve, administer, monitor, and provide great relief for the community. In these times, there is a high demand for home repairs for new air conditioning units, septic tank repair, leaking roofs, etc. The grants can be used to provide these repairs to serve the high demand and help those that could not afford to do so otherwise. Also, the City is anticipating the sale of 13 homes in NSP 1, which will bring the total to 26 homes completed in the program; or 49% done with two years remaining. Finally, the City is working with HUD on NSP 3 homes to acquire and will begin that process within the next two months.

PUBLIC WORKS thru 7/15/2011

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 8 sign repair work tickets throughout the City.
 - Fabricated (17) new street name signs.
 - Installed (10) new street name signs.
 - Fabricated (2) 30 mph signs and (2) 25 mph signs for stock.

- Installed from stock (2) No Dumping or Littering signs and (1) No Parking signs at 1718 Topaz; (1) Stop sign at Clewiston & Harcross and (1) Stop sign at Sullivan & Normandy.
- Fabricated new equipment ID numbers and division logos for Fleet.
- **Asphalt:**
 - Completed (21) – asphalt repair work tickets – 4 tons.
 - 1489 Ft Smith – repaired section of road for Stormwater – 1 ½ tons.
 - 1081 Elkcarn – repaired section of road for Deltona Water – 2 ½ tons.
- **Thermoplastic Striping:**
 - 12" white stop bars – 77'.
 - 12" cross walks – 788'.
- **Speed Trailer:** 2004 Barlington – installed.
- **Misc:**
 - Replaced wire on solar panel for school crossing – #6 at Kimberly & Austin; #9 at Cardena & Fulford; Kimberly & Cardena.
 - Ft Smith & Tradewinds – removed nails that were dumped on road.
 - Public Works Depot – placed 4 stop signs and channels out for on-call personnel.
 - 1081 Elkcarn – installed detour for traffic to go around section of road for Deltona Water.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians – Elkcarn Blvd; Providence Blvd; Howland Blvd – checked and repaired all irrigation as needed.
 - City Signs – Saxon Blvd.
 - Misc – Public Works Depot – mow; weedeat; pick up litter.
- **Concrete:**
 - Sidewalks Repairs: 2611 & 2614 Kimberly – 2'x 4', 2'x 4', 10'x 4'; 2855 Kimberly – 23'x 4'; 813 Halstead – 4'x 4', 5'x 4', 11'x 4'; 412 Kettering – pour concrete curb.
 - Sidewalk Grinding: 2742 Kimberly; 2692 Kimberly; 2641 Kimberly; 2691 Kimberly; 2837 Kimberly; 2366 Kimberly; 2486 Kimberly.
 - New Sidewalk Installation – George Saul St; Brookside Ter.
- **Clam Truck:**
 - Debris – 12.
 - Trimming – 6.
- **Slope Mowing:** 3163 Covington – 320'; Lake Helen/Osteen & Haulover – 240'; E Slater & N Covington – 80'; 2579 Haulover – 80'; 2449 Haulover – 60'; E Slater between Pigeon Cover & Hanley – 1340'; 2753 Haulover to 2821 Haulover – 860'; 2717 Haulover – 100'; 2737 Haulover – 160'; 2601 Haulover – 160'.
- **Misc:** 3156 Maltby – repaired washout next to sidewalk.

Fleet Maintenance Division:

- Vehicles PM – 4 Repairs – 8
- Equipment PM – 3 Repairs – 9
- Road Calls 3

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 1559 Cranbrook – poured back driveways and reshaped swales.
 - 1851 Gatewood – reshaped swales and retrofitted box with two grates.
 - 3039 Blaine Cir – reshaped swales.
 - Glenhaven/Shallowford – dug pond and loaded trucks to haul off dirt.
- **Drainage Area Maintenance (Aebi Mowing):**
 - 3.6 acres mowed.
 - Pump stations and ditches mowed – 1417 Lombardy; 1639 Bloomfield; 1080 Courtland; 3236 Sky; 201 Sheryl.
 - Ponds mowed – 932 Whitewood; 675 Goodrich; 1049 Sylvia; 415 Ft Smith; 561 Ft Smith; 534 Ft Smith; 2307 Greenwood; 542 Deed Cir.
- **Right of Way Mowing Crew:**
 - 7.5 miles of right of way mowed.
 - Main roads mowed – Courtland Blvd.
 - Sectors mowed 27; 28; 29; 30; 31.
 - Alley mowed – 219; 570; 618; 632.
- **System Cleaning (Vac Truck):**
 - 40' of system cleaned.
 - 1.5 yards of debris removed.
 - Storm systems cleaned: 1758 Village Dr; 201 Howland Blvd.
- **Right of Way Mowing Crew:**
 - 13 miles of right of way mowed.
 - Main roads – Courtland Blvd; Ft Smith; Deltona Blvd; Haulover; Sullivan St.
 - Sectors mowed – 1; 2; 3; 4.
 - Alleys mowed – 933; 1898.
- **Right of Way Litter Crew:**
 - 717.75 gallons of litter removed.
 - Main roads – Deltona Blvd; Cloverleaf; Anderson; April; Tivoli; Haulover; Captain; Catalina; Newmark; Humphrey; India.
- **Misc:**
 - Cleaned storm drains – Ft Smith Blvd; 549 Deed Cir; 852 Adler; City Wide.
 - Arlee Av & Bavon – filled in washout on pond side.
 - 1381 Gainesville Ct – cut tree down and trimmed up bush.
 - Barrow St – moved construction debris out of road.
 - Venus Ave & Feather – replaced stop sign that was down.
 - 2916 Juliet Dr E – removed and fixed storm grate.
 - Chapel Dr E – removed sidewalk grate and replaced with pedestrian grate.

UTILITIES thru 7/17/2011

Customer Service

July 2011	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	Total
DW – Lockbox	732	434	259	242	333	X	X	2000
Ebox	215	243	126	148	244	X	X	976
Call Center Calls	527	412	334	340	356	X	X	1969
Walk-ins/Drop Box	370	186	228	184	203	X	X	1171
On-line Payments	162	100	119	120	199	98	83	881

Customers Disconnected for Non-Pay

July 2011	13 Wed	14 Thurs	Total
Cycle	2	3	
Total on Disconnect List	34	51	85
Off in error/DW error			
Off in error/Munis error			
Misapplied Payment			

Construction Log & Service Orders

July 2011	11 Mon	12 Tue	13 Wed	14 Thu	15 Fri	16 Sat	17 Sun	Total
Water Service								
Meter Sets								
Reclaim Meters								
Fire Hydrant Installs								
Fire Hydrant Replacement								
Fire Hydrant Repair								
Replace Meter Box	4	3	3	3	6			19
Locates Received	22	11	18	11	5			67
Locates Completed	10	24	19	9	3			65
Main Leaks					1			1
Service Leaks	1		1		2		1	5
Sewer Repairs		1						1
Sewer Blockage	1	1	1	1				4
KV2 Valves		1			4			5
Service Replacements		1			3			4
Meter Change Outs	8	8	10	4	4			34
Service Orders	62	68	93	131	103			457
Disconnects			34	57				91
Drainfield Leaks								
Meter Retirements	8	4			4			16